

GOVERNMENT OF MAHARASHTRA,
Finance Department.
Circular No. FNR 1066/2791-VII.
Sachivalaya, Bombay-32, 18th April 1967.

२८ अप्रैल १९६७.

C I R C U L A R

Government is pleased to issue the following instructions in the matter of allotment of Government vehicles to particular posts.

2. The Secretariat Departments should identify posts to which, by virtue of practice, specific vehicles can be regarded as being attached, although no formal orders of allotment might have been issued. Such vehicles should be regarded as assigned to the incumbents holding the respective posts. After the vehicles are thus identified, the Departments should suggest the fixed quantum of Permanent Travelling Allowance or Conveyance Allowance which would suitably compensate the officers for the cost of touring reasonably to be expected of such posts or category of posts. (Thus, for instance, there would be a standard Permanent Travelling Allowance for all Deputy Engineers in Field Charges and a lower standard Conveyance Allowance for Deputy Engineers at Head Quarter charges, while some Deputy Engineers, who do not supervise construction work even at Head Quarters, would get no Conveyance Allowance or Permanent Travelling Allowance at all).

For fixing the rate of Permanent Travelling Allowance, the amount of ordinary travelling allowance that would be admissible, had no permanent travelling allowance been sanctioned, should be furnished for a period of one year. The amounts of mileage and daily allowance should be shown separately. Where permanent travelling allowance is to be fixed, minimum standard touring to be prescribed should be indicated while putting up individual proposals to the Finance Department for concurrence through the Administrative Department of the Secretariat.

For fixing conveyance allowance, mileage covered on duty during the last one year should be furnished. Distance between residence and office as well as distance for which travelling allowance is admissible in addition to conveyance allowance should be excluded. Type of conveyance maintained should be indicated.

3. The vehicles that will be regularly placed at the disposal of the officers in pursuance of paragraph 2 above should be formally assigned to them and a suitable monthly rental should be fixed in each case in consultation with the Finance Department as is done in the case of Commissioners and the Collectors. The officer concerned should bear the expenditure on petrol, oil, driver and cleaner, if any. All other expenses on repairs to the vehicles would be borne by the Government. The onus of insuring the vehicles against third party risks as well as damage to the vehicles should be on the officers to whom the vehicles are assigned. As the rental will be paid by them, there is no objection to the use of the vehicle by the officers concerned for their private use also. The Administrative Departments may please prescribe the above terms and conditions and such other conditions as may be peculiar to the Department, while assigning the vehicles to the officers concerned.

4. Staff car supplied to Officers and Departments is meant for general use i.e. not earmarked specially for use by a particular officer should be withdrawn immediately. Instead, the use of such car wherever necessary, should

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be permitted more freely, in relaxation of the orders issued in Government Circular, Finance Department, No.MEA 1060/1059/VII, dated the 30th July, 1962.

5. The Administrative Departments are requested to ensure that these orders are properly and speedily implemented and obtain a compliance. report in respect of all the Heads of Offices/Departments under their Administrative Control in the proforma appended to the Government Resolution. The reports so obtained from all the Heads of Offices/Heads of Departments should be consolidated by the Administrative Department and the consolidated reports forwarded to the Finance Department within 6 months from the date of issue of the Government Resolution.

By order and in the name of the Governor of Maharashtra,

G.P. PATILKAR,
Under Secretary to Government.

To

All the Departments of the Secretariat,
All Heads of Departments and Heads of Offices under the various
Departments of Secretariat,
The Accountant General, Maharashtra, Bombay,
The Senior Deputy Accountant General, Maharashtra, Nagpur,
The Pay and Accounts Officer, Bombay,
The Resident Audit Officer, Bombay,
*The Prothonotary and Senior Master, High Court, Bombay,
*The Registrar, High Court of Judicature, Appellate Side, Bombay,
*The Secretary, Maharashtra Legislature Secretariat, Bombay,
*The Secretary, Maharashtra Public Service Commission, Bombay.

*By letter.

No.

of 1967.

Copy forwarded for information and guidance to -

ACCOMPANIMENT TO GOVERNMENT CIRCULAR, FINANCE DEPARTMENT NO. FNR 1066/2791-VII, DATED
THE 1STH APRIL, 1967.

Compliance Report to be furnished by each Head of Office/Head of Department
to the Administrative Department.

1-65(3,500+10)-2.

1. (a) Designation of the Head of Office.
(b) Designation of the Head of Department.
2. No. of Government vehicles in possession of the office.
3. (a) No. of vehicles assigned to the Officers.
(b) Designation of the Officers to whom the vehicles have been assigned.
4. No. of officers mentioned in 3(a) in respect of whom P.T.A. has been fixed.
5. No. of officers in respect of whom the rent for the vehicles has been fixed.
6. Remarks.